

DD/S&T#1727-73

8 June 1973

MEMORANDUM FOR: Director of Research and Development
Director of Elint
Director of Scientific Intelligence
Director of Special Activities
Director of Development and Engineering
Director of Foreign Missile and Space Analysis
Center
Director of Technical Services
Director of National Photographic Interpretation
Center
Chief, Special Projects Staff

SUBJECT: Management Committee Action Items

Listed are those items which were discussed at the Management Committee meeting on 1 June 1973 and require Directorate response:

A. Personnel Development Program

Members were reminded of the memorandum last January on this topic calling for an expanded PDP. A brief discussion followed, the thrust of which was that complying with this OMB requirement could become a fairly meaningless paper exercise. Mr. Colby said that the essential ingredients of the PDP are contained in Tab D, "List of Executive Development Training and Assignment Requirements." He asked Members to accomplish the action requested in this Tab by 1 July and review same with him.

B. Annual Personnel Plan

Mr. Colby explained the value of developing the statistics called for in the APP and noted that doing so forces line managers and staffs to think about plans for promotion, lateral entry, and cross-fertilization. A discussion followed, and Mr. Colby asked that the APP be completed at the Office level by 15 July for FY 1974.

Acting Executive Officer
Directorate of
Science and Technology

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IMPDET CL BY

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CONFIDENTIAL

17 April 1973

MEMORANDUM FOR: CIA Management Committee

SUBJECT : Annual Personnel Plan

1. Forwarded herewith is the format for an Annual Personnel Plan (APP). This Plan has been developed by the Office of Personnel in order to provide a vehicle for forward planning and reporting on personnel management by component heads throughout the Agency. Please note that Part I is to be completed for FY 1974 prior to 1 July 1973 and that Part II is a series of reports, most of which will be generated by the Office of Personnel.

2. A number of subjects have been omitted from this first edition of the APP in order to simplify it and avoid making it an undue burden. It should, however, permit the development of comparative evaluations of personnel management by Agency components and serve as a base for developing Agency-wide and component personnel management objectives. Since these objectives would have to reflect the varying situations of the different components of the Agency, no attempt has been made initially to establish these. Rather, it is planned to develop these on the basis of the specifics revealed in the course of using the APP.

3. The APP will be discussed at a forthcoming meeting of the Management Committee.

/s/ W. E. Colby

W. E. Colby
Executive Secretary
CIA Management Committee

MCA-30

ANNUAL PERSONNEL PLAN (APP)

Purposes & Content of APP

APP is a two-part personnel planning document designed to complement the Program Submission. The cost of personnel services and the overriding importance of effective personnel management necessitate that the same careful attention be paid to personnel planning as is given to the program and budgetary elements of the Program Submission. Manpower totals and expenditures in the FY 1974 Program Execution Plan and information in the FY 1974 Annual Personnel Plan should be compatible.

Part I is a summary of planned personnel activity levels in FY 1974, including the desired combination of new employees, reassignments and promotions that will be projected within the limits of average grade and ceiling considerations. Numerical indicators of planned activities in FY 1974 will be shown together with comparable data for FY 1973.

Part II consists of a series of statistical reports of special interest to managers at all levels. Most of these reports will be centrally prepared.

In combination, Parts I and II provide the bases for an integrated approach to personnel planning and review.

Background source data will be provided for use in the preparation of APP.

Management Participation in APP

To facilitate the correlation of the APP and the Program Submission, responsibility for preparing APP is placed in the Deputy Directors and Operating Officials (Heads of Career Services in the Support Directorate).

They will project specific activity levels and program emphases in Part I, and they will determine any action(s) that should be taken as a result of data submitted to them in Part II.

Operating Officials and Heads of Support Services, as applicable, will forward Annual Personnel Plans to their Deputy Directors who will formulate and forward Directorate Plans to the Executive Secretary of the Management Committee for approval.

At the close of FY 1974, the Deputy Directors will meet with their Operating Officials or Heads of Support Services, as applicable, to review actions taken pursuant to projected activities in their FY 1974 Annual Personnel Plans. Similarly, the Executive Secretary will meet with the Deputy Directors to discuss progress on their FY 1974 Directorate Plans.

The Director of Personnel will provide staff assistance, such as information and formats, to those desiring it.